ANNOUNCEMENT OF AVAILABLE POSITION

POSITION: Administrative Assistant I, Continuing Workforce Education

STATUS: Full-Time, Non-Exempt

CAMPUS: Cleburne (Please note that the campus location of any position within the Hill College District is subject to change based on institutional need.)

EFFECTIVE DATE: ASAP, pending availability of state funds.

QUALIFICATIONS: High School Diploma or equivalent required. Must have two years clerical/administrative support experience. Associates degree and work experience in higher education, customer services, and/or continuing education is preferred. Strong customer service abilities are a must.

RESPONSIBILITY: Performs general administrative support tasks including coordinating appointments, answering the phone and directing calls to the appropriate resource(s), typing correspondence, ordering supplies, initiating work orders, and greeting visitors, faculty, staff and students. Advises and registers students into CWE classes. Performs instructional support and class record processes, assists adjunct instructors with the new-hire process, and provides assistance to instructors regarding Hill College policies and procedures. Works closely with Hill College Staff to prepare a published schedule of classes each semester and ensures that any changes are updated online. Assists in assembling and maintaining requirements of Southern Association of Colleges and Schools (SACS), Texas Higher Education Coordinating Board, and other approving agencies. Also assists in preparing state reports for submission, compiling information for audits, evaluations, and budgets using available resources.

SALARY: $1,565.20 per month

BENEFITS: Eligible

HILL COLLEGE: Hill College is a comprehensive, two-year community college with campuses in Hillsboro and Cleburne. We also have off-campus educational centers in Burleson, Glen Rose and Meridian. Enrollment for the Fall Semester of 2013 was approximately 4,400 students.

APPLICATION DEADLINE: Open until filled.

INQUIRIES AND ALL MATERIALS SHOULD BE DIRECTED TO: Human Resources
Hill College
112 Lamar Dr.
Hillsboro, TX 76645
(254) 659-7730
Fax - (254) 659-7737
www.hillcollege.edu/jobs

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